

GENERAL ORDER

FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: POLICE CHAPLAINS	NUMBER: 430.7
CANCELS ORDER DATED: 1-1-02	DATE: 10-1-04

I. PURPOSE

This General Order establishes the policies and procedures applicable to the Fairfax County Police Chaplains. The Police Chaplain Unit provides departmental employees with spiritual guidance, counseling, comforting in times of crisis, and such assistance as the Police Chaplain is able to render in times of emergency.

II. POLICY

The Fairfax County Police Department's Chaplain Unit operates at the direction of the Chief of Police. The Police Chaplain Unit is overseen by a director, who is also a Command Staff Officer designated by the Chief of Police. The Police Chaplain Unit Director is selected by interest and background, not by assignment. The Director monitors activities of the Police Chaplain Unit and ensures that all members adhere to the policies and procedures of the Unit. No more than twelve active Police Chaplains shall be in the Unit at any one time.

A Chaplain Coordinator will assist the Director with the daily operations of the Police Chaplain Unit. The Chaplain Coordinator will be designated by the Director and will be selected by interest and background rather than by assignment.

The Police Chaplain Unit is a non-standing specialized unit whose members are assigned to a district station, division, and bureau, or be at-large members. Police Chaplains assigned to the Police Chaplain Unit will be honorary members of Command Staff and the Chaplain Coordinator will be an honorary member of the Administrative Staff.

Police Chaplains serve voluntarily to assist police officers and other personnel through their pastoral ministry, in a variety of ways by strengthening the service rendered by the police to the community. All information communicated to the police chaplains will be recognized as confidential and privileged information.

III. QUALIFICATIONS

- A. A Police Chaplain must be ordained, invested or a certified member of the clergy in good standing of a recognized religious denomination with at least three years of full-time experience in the ministry.

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- B. A Police Chaplain should be available to serve on a 24-hour on-call basis, determined and governed by the Director of Police Chaplain Unit.
- C. A Police Chaplain must have no convictions of a criminal offense or no record of having previously engaged in criminal conduct, which would be disqualifying for a police officer. He/she must be willing to submit to a background check.
- D. A Police Chaplain must possess a valid driver's license.
- E. The Director of Police Chaplain Unit and the Chief of Police must approve all Police Chaplains.

IV. RESPONSIBILITIES

- A. Police Chaplains will assist employees when asked to do so by providing emotional and spiritual support and guidance to the injured, ill or distressed, in such crisis situations as:
 - Officer Involved Shootings
 - Line of Duty Death or Injuries
 - Off Duty Deaths When Warranted
 - Deaths Involving Children
 - Terrorist or Weapons of Mass Destruction Attacks
 - Traffic Accidents
 - Co-worker Death
 - School Violence
 - Workplace Violence

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- Suicide
 - Drowning
 - Homicide
 - Domestic Violence
 - Hostage Situations
 - Community Disaster
- B. Police Chaplains, upon request, will be available to employees and/or their families for confidential counseling and/or spiritual support. This Unit will not take the place of the Employee Assistance Programs (EAP), but will serve to augment such programs.
- C. Police Chaplains, upon request, will provide pastoral support and assist in the notification to employees and their families at times of crisis, such as line of duty injury or death.
- D. Police Chaplains, upon request, will assist with funeral arrangements for the line-of-duty death of a police officer.
- E. Police Chaplains, upon request, will respond to the established command post and seek out the officer in charge for direction at critical incident scenes.
- F. Police Chaplains, upon request, will accompany officers when delivering death notifications.
- G. Police Chaplains, upon request, may officiate at religious services such as weddings, funerals, etc.
- H. Police Chaplains, upon request, will conduct opening and/or closing prayers at police ceremonies.
- I. Police Chaplains will periodically attend roll calls and ride-alongs in order to develop partnerships with employees.

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- J. Police Chaplains will attend regular meetings of the Police Chaplain Unit.
- K. The Chaplain Coordinator will attend the monthly Command Staff meeting.

V. NOTIFICATION

- A. Request for Police Chaplain services as a result of operational needs will be by the authorization of any supervisor. The applicable supervisor will make personal contact with the Chaplain Coordinator, or a station Police Chaplain via telephone or pager, or refer notification to PSCC.
- B. Employees or family members may contact the Police Chaplain directly on personal need for services.
- C. The Director of Police Chaplain Unit will ensure that Command Staff and PSCC have an up-to-date contact list of all members in the Police Chaplain Unit.

VI. SELECTION OF POLICE CHAPLAINS

Police Chaplain selection will be based on review of qualifications as listed in Section III, experience in Public Safety Chaplain services, and an oral interview. The Director of the Police Chaplain Unit will establish the criteria for the interview.

VII. ASSIGNMENT OF POLICE CHAPLAINS

Police Chaplains are organizationally assigned to the Police Chaplain Unit and may be assigned to a specific district station, division, bureau, or as an at-large member serving the entire Fairfax County Police Department. The Police Chaplain shall be annotated on the district station, division, or bureau staffing roster. Assignments will be made at the discretion of the Director of the Police Chaplain Unit.

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VIII. EDUCATION AND TRAINING

Police Chaplains will be required to apply for membership with the Industrial Commercial Ministries, Inc., or the International Conference of Police Chaplains in order to receive proper training in the ministry of Police Chaplain. The costs associated with the attendance to these institutions along with subsequent training will be the responsibility of this agency.

Police Chaplains will also take part in ongoing training programs designed to increase their knowledge of the Fairfax County Police Department and the duties of the Police Chaplain.

IX. EQUIPMENT

All equipment issued to the Police Chaplains will remain the property of the Fairfax County Police Department and be surrendered at the time of separation from the Police Chaplain Unit. Issued equipment includes the following:

- Police Chaplain identification and badge
- Police Chaplain dress uniform (shirt and pants and/or skirt)
- Cap (Police hat and Chaplain hat brass)
- Blouse
- Polo Shirt
- Outer Coat (Windbreaker and Gortex winter jacket)
- Raincoat
- Flashlight
- Reflective vest
- Pager

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- Mobile Telephone
- Body Armor
- Access to departmental vehicles on assignment

X. COMPENSATION AND BENEFITS

- A. Police Chaplains enter the Police Chaplain Unit as volunteers. Illness and injuries are covered under the "excess insurance policy" of Fairfax County, as described in the Risk Management Manual Section: INS-1-89.
- B. Police Chaplains will not receive payment, benefits or otherwise be compensated for hours worked or services performed in connection with their position as a Fairfax County Police Chaplain.

XI. TERMINATION

- A. Failure to abide by established policies and procedures, failure to honor an employee's authority or privacy, or failure to practice good professional ethics may result in the termination of the participant.
- B. Failure to be active on a regular basis within the Police Chaplain's assignment will also result in the termination of the participant.
- C. Any complaint about a Police Chaplain's performance shall be referred to the Director of Police Chaplain Unit.

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This General Order becomes effective October 1, 2004 and rescinds all previous General Orders pertaining to the subject.

ISSUED BY:

APPROVED BY:

A handwritten signature in cursive script, appearing to read "D. M. Robe", written over a horizontal line.

Chief of Police

A handwritten signature in cursive script, appearing to read "A. King", written over a horizontal line.

County Executive